



Montana
Office of Public Instruction
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Completing the SPDG Performance Report – February 2011

Professional Development and Activities funded by the State Personnel Development Grant (SPDG) must be reported electronically on the Performance Report which can be found at:

<http://www.keysurvey.com/survey/338754/11da/>

Each grant year the OPI completes a required grant report that is submitted to the Office of Special Education Programs with the Department of Education. This report contains data and narrative regarding how the current grant year money was spent, what we did to implement and scale-up programs that we committed to working on and funding. The information provided in the SPDG Performance Report is critical for us to understand what professionals and students have been impacted and how they have been impacted by the SPDG grant.

Thank you for providing information as accurately as possible when the professional development activity has been completed. If you are doing an activity that meets throughout the school year, you may have to keep notes of number of attendees, their position, times, etc and then enter all of the information when the activity is completed.

Directions for completing the form:

Title of Event: Use same title that was used in announcement or brochure for training.

Topic: List topic(s) that the event covered. Complete sentences are not necessary.

Event sponsor: Who is paying for the training? That is the event sponsor, multiple sponsors can be listed.

Contact person: List the person's name completing this form.

Contact phone: A phone number of the person listed above. Once this has been entered in once, it does not have to be entered in the next form that you complete.

Contact e-mail: List the email for the person completing the form.

Facilitator/Trainer: List the person(s) who actually conducted the training.

Total number of hours for the event: Add the number of hours for the whole training. If the training is multiple days add all of the hours from all of the days.

Indicate the total number of each type of attendee: This can be done by reviewing the sign-in sheet, or asking for a quick raise of hands, etc. If someone fills more than one role (i.e. administrator and teacher) just count them once and assign one of the roles. If the training occurs over multiple days, count each person only once.

List the date(s) for this event along with the number of hours and number of attendees for each date:
Self explanatory. It is ok if the number of attendees are not the same from day to day.

Instructional Delivery Format: Select all that apply.

Example: A RTI facilitator is providing coaching to five different teachers (an hour each) over a school day and then meeting with that group at the end of the day (for an hour) to discuss what everyone learned as a group. Check - 1:1 Support and Small group work. For number of attendees, five people would be listed. Number of hours would be six.

Identify your teams: List by school name, please don't write down school number such as "School District #1." There are many districts in Montana with the same number.

Format of Training: Check the appropriate box.

(For RTI trainings think "follow the money." During the 2010-2011 school year, all of the trainings are paid for and sponsored by OPI – so you would check statewide training.)

Identify the evidence-based instructional/behavioral practice addressed during this event: Check the appropriate box. You are welcome to check "Other" and explain.

What professional development level was this event: Read each level explanation and check the appropriate one. Another reference is to look at the footer of the evaluation form used it should have a level listed.

Follow-up and impact evaluations: This can include sending an impact evaluation, providing a conference call, giving one-to-one support, etc. It is possible that you have done a two-day training and then provide a follow-up conference call, AND you have listed all of this information under the dates and times. In this instance, check yes and let us know in the comment boxes below that the follow-up had occurred.

Cost: Best percentage guesstimate works here. We use this information to weight the data. So, if SPDG dollars only sponsor 25% of the cost, then the numbers would only be weighted 25%. This is why best guesstimate works.

Provide an agenda: If you have an agenda for this training, copy it electronically and past in this section.

Is there anything else we need to know about this event: This is where you can write that info that you think we need to know. You are also welcome to put down nagging questions, or any clarifications that you may have entered in the information on the form.

What CSPD/RSA region are you reporting for?: When you check the appropriate box, an email will go to a person for the region (or statewide) letting them know that the information was entered. This helps us in knowing who we might need to remind to get the data in.